



# Qualified Electrical Worker (QEW)

## Structure Entry Procedures and Requirements

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Every entry by any personnel into a Public Utilities high voltage distribution structure will require the presence of a Qualified Electrical Worker. The QEW responsibilities include requesting and receiving clearances from Public Utilities Dispatch and observing the work. The QEW must be attentive while observing the work to be able to identify hazards, issue warnings to workers, or to take appropriate action following any unplanned incident that increases or has the potential to seriously increase the hazard exposure to those inside the structure. The judgment of the QEW with regard to electrical and confined space safety takes precedence over all work inside the structure.

Developers or contractors that are responsible to perform work requiring physical entry into existing high voltage structures must arrange to have a QEW present to do all required QEW tasks. The QEW authorization process is as follows:

- 1) A developer/customer will receive the QEW packet along with all the other usual information when making application for service.
- 2) When submitting an application for service, the developer will also submit a signed copy of the [QEW Policy Acknowledgement](#) which provides details of the QEW requirements and indemnification of the City for the actions of Contractor's and Developer's QEWs.
- 3) Contractor will submit a signed QEW Policy Acknowledgement, [QEW Authorization Checklist](#), and a letter of request for each individual they wish to use as a QEW.
- 4) After all items on the QEW Authorization Checklist have been satisfied and signed off by Dispatch, a copy will be sent to Contractor.

The QEW verification process for structure entry is as follows:

- 1) Contractor receives copies of the [QEW Verification](#) form for high voltage structure entry along with plans and specs. After engineering plans are issued, contractor discusses the construction details in a preconstruction meeting with the inspector who pre-approves (on the QEW Verification form) entry into specific high voltage structures.
- 2) Each structure entry will require the completion of the QEW Verification form. The QEW follows the procedure outlined and will fill in all the blanks and note any unique or unexpected aspects of the Work Performed.
- 3) A copy of the QEW verification form will be delivered to the customer engineering inspector.
- 4) When inspector is called to mandrel or to do final inspection, QEW verification forms will be reviewed to confirm that Contractor has complied with QEW requirements.
- 5) If QEW compliance cannot be verified, Contractor will be shut down and not allowed to do any further work in City structures.
- 6) Contractor may appeal to the Principal Electrical Engineer which may re-instate contractor following sufficient assurances that all future work will comply with City's QEW policies.